

Date: August 25, 2000

To: The Record
Health Facilities Advisory Committee (HFAC)

From: Recording Secretary, HFAC

Subject: July 6, 2000, HFAC Conference Call Minutes **(Final)**

Members & Alternates

Present: CAPT Jose F. Cuzme, PE, Chairman, IHS/OPH/DFEE
CAPT Douglas C. Ott, PE, Vice Chairman, IHS/Alaska Area/OEHE
Ms Diane Stewart, AIA, Member, IHS, DFEE/ESS
LCDR Merritt Lake, RS, Member, IHS/EHS
CDR George W. Styer, PE, Member, IHS/Nashville Area/OEHE
CDR William M. Lowe, Member, IHS/OPH/DFEE
Mr. Kenneth R. Harper, PE, Member, IHS/DFEE/ESS
CAPT Paul Fardig, alternate, IHS, OPH, DFEE
Mr. Rick Boyce, alternate, Alaska Consortium
Steven Christensen, PE, Technical Visitor

Members

Absent: CAPT Kerry M. Gragg, PE, Member, IHS/California Area/OEHE
Mr. Gilbert Harrison, PE, Member, IHS/Navajo Area/OEHE

Introduction:

The conference call was conducted on July 6, 2000 at 12:00 noon, Eastern Daylight Time (EDT). There were seven members, two alternates, and one visitor present. The March 22, 2000 meeting minutes were approved as submitted through a motion from CAPT Doug Ott and seconded by CDR George Styer.

Old Business:

(1) P-46, Facility Conditions Survey

CAPT Cuzme provided a status report of a program piloted by the Bemidji, Portland, and Headquarters with AME, Inc to electronically collect facility condition survey data and import new, deleted, or updated survey data directly into the IHS facility database in Rockville to keep it current. A meeting was held on June 10, 2000 with the firm to review progress. Another meeting is scheduled in July. Capt Cuzme provided the committee members with a draft copy of an optional method for automation of facility condition assessment data collection and reporting through a e-mail dated July 6, 2000. Generally, the committee members support automated facility condition assessment data collection and reporting, provided the data being entered and deleted from the IHS data base is controlled by the facility managers and all of the necessary categories are covered. It was proposed the automated method of data collection and entry be included in the draft Facility Condition Survey Guideline, but not required. Over the next several months, headquarters staff will continue to work with the Bemidji and Portland Areas to finalize the process.

Any additional comments members have on the draft Facility Condition Survey Guideline previously distributed should be sent to CAPT Cuzme.

(2) Authority Having Jurisdiction

Prior to the conference call, CAPT Gragg requested an electronic copy of the AHJ manual issuance from CAPT Cuzme and committed to having the draft document out within two weeks.

(3) Lessons Learned

No comments were received. However, there was some discussion about how and when this document would be use on projects. As a result of the discussion Ms Stewart will revise the document to describe its applicability. The document will be reviewed again on the next HFCA conference call and should be ready for a final vote.

(4) A/E Design Guide

Several comments were received from CAPT Ott most of which were incorporated in the guide. Prior to the conference call, a detailed listing of the comments and the responses to those comments were provided to committee members along with a revised copy of the A/E Design Guide. After a short discussion, a motion was made by Mr. Harper to approve the document with the incorporated comments. CDR Styer seconded the motion. The motion was approved unanimously. Mr. Harper will send an electronic copy of the A/E Design Guide to Dennis Taddy to be posted on the IHS web page.

New Business:

(1) Reliability Centered Maintenance

CAPT Cuzme briefly discussed a document developed by the National Aeronautics and Space Administration on Reliability Centered Maintenance (RCM) Guide for Facilities and Collateral Equipment. Reliability Centered Maintenance is a process used to determine the most effective approach to maintenance. It involves identifying the most cost effective actions, when taken, will reduce the probability of failure. The RCM philosophy employees Preventative Maintenance (PM), Predictive Testing and Inspection (PT&I) Repair (also called reactive maintenance) and Proactive Maintenance techniques in an integrated manner to increase the probability that a machine or component will function in the required manner over its design life cycle with a minimum of maintenance. The goal of the philosophy is to provide the stated function of the facility, with the required reliability and availability at the lowest cost. RCM requires that maintenance decisions be based on maintenance requirements supported by sound technical and economic justification. CAPT Cuzme wanted to introduce the philosophy to the committee and will provide additional information for a more detailed discussion later.

(2) Indoor Air Quality

CAPT Cuzme has been in contract with Environmental Protection Agency (EPA) personnel who are encouraging other Agencies to include in their construction specifications a section requiring the installation of a Radon gas collection system under all Federal facilities constructed. CAPT Cuzme will request EPA to send a copy of those standards to each HFAC member for review and further deliberation.

(3) Expiration of HFAC Member Terms:

Several Area Office members will expire between now and the end of the calendar year. Both CDR George Styer's and Mr. Gilbert Harrison's appointments will expire at the end of September 2000. CAPT Kerry Gragg's second extension will expire at the end of November. It was agreed an inquiry for nominees would be made to identify those interested in serving as a member of the HFAC Committee.

The next HFAC conference call was tentatively set for October 4, 2000 at noon Eastern Daylight Time (EDT). The meeting was adjourned 1:00 p.m. EDT.